



## Commission for Environmental Cooperation

### Site Visit

Tuesday, January 16<sup>th</sup>, 2018

Accommodations:  
Sheraton Hotel Oklahoma City Downtown

#### PARTICIPANTS

##### Clients:

Liliana Paz-Miller, Meeting Services Coordinator – 514.350.4313 or [lpmiller@cec.org](mailto:lpmiller@cec.org)

Nathalie Daoust, Council Liaison Officer – 514.350.4310 or [ndaoust@cec.org](mailto:ndaoust@cec.org)

**Flight Info:** Arrival: 15 January 2018, 18:33 on Flight AA3448 from Chicago  
Departure: 17 January 2018, 10:05, Flight DL1147 to Atlanta

##### CVB Staff:

Keith Talbert, Associate Director of Sales – 316.305.7272 or [ktalbert@visitokc.com](mailto:ktalbert@visitokc.com)

Ashley Armstrong, Director of Convention Services – 405.982.4945 or [aarmstrong@visitokc.com](mailto:aarmstrong@visitokc.com)

#### MEETING DETAILS

**Meeting Name:** Council Session

**Primary Contact:** Liliana Paz Miller

**Month/Year:** June 24-27, 2018

**Attendees:** 180

**Peak Room Nights:** 116

**Total Room Nights:** 368

#### AGENDA

##### Monday, January 15<sup>th</sup>

**7:00PM** Clients Arrive to Sheraton Hotel Oklahoma City Downtown

Free Evening

## **Tuesday, January 16<sup>th</sup>**

**8:00AM** Breakfast on your own

**9:00AM** Tour of the **Sheraton Hotel Oklahoma City Downtown**  
with Jessica Szeto, Sales Manager  
405.235.2780 or [jszeto@sheratonokc.com](mailto:jszeto@sheratonokc.com)  
1 North Broadway Avenue

### **Notes:**

- Preferred location for meeting rooms and accommodations for participants
- Confirm/adjust meeting rooms allocated by Luis
- Review space for official opening and live performance)
- Explore option of public lunch being held there on 27 June (tbc)
- Discuss contract features, complementary suites, free wifi, etc.
- Mention advance security visit

**10:00AM** Tour of the **Skirvin Hilton Oklahoma City**  
with Krista Hughes, Sales Manager  
405.702.8511 or [kristahughes@skirvinhilton.com](mailto:kristahughes@skirvinhilton.com)  
1 Park Avenue

### **Notes:**

- Preferred location for accommodations for Ministers
- Inquire about availability of meeting rooms and allocate them on map, if available
- Discuss location of private Council breakfast
- Discuss contract features, any complementary services, free wifi
- Mention contract will be handled by EPA (covering breakfast and securing block of sleeping rooms – individual )
- Total number of rooms needed: 9 (26-28 June)
- Mention advance security visit

**10:40AM** Tour of the **Renaissance Oklahoma City Convention Center Hotel**  
with Tracy Blair, Senior Sales Manager  
405.228.8011 or [tracy.blair@atriumhospitality.com](mailto:tracy.blair@atriumhospitality.com)  
10 N Broadway Avenue

### **Notes:**

- Least preferred venue for the meeting
- Inquire about availability of meeting rooms and allocate them on map
- Discuss if any particular contract features

**11:20AM** Tour of the **Chicksaw Bricktown Ballpark**  
with Shelby Kirkes, Special Events Manager  
405.218.1000 or [shelby.kirkes@okcdodgers.com](mailto:shelby.kirkes@okcdodgers.com)  
and Ryan Vanlow, Senior Corporate Marketing Manager  
405.218.2165 or [ryan.vanlow@okcdodgers.com](mailto:ryan.vanlow@okcdodgers.com)

2 S Mickey Mantle Drive

**Notes:**

- Visit different sites, discuss program for the evening, menus, cost
- Mention contract (or part of) might be handled by EPA
- Approximate number of participants: 200

**12:00PM** Lunch at **Charleston's Restaurant** in Bricktown  
201 NW 10<sup>th</sup> Street

**1:30PM** Tour of the **Governor's Mansion**  
with Jana Staples, Director of Special Projects  
405.522.8848 or [jana.staples@gov.ok.gov](mailto:jana.staples@gov.ok.gov)  
and Mary Elizabeth Wood, Mansion Administrator  
405.521.4034 or [liz.wood@gov.ok.gov](mailto:liz.wood@gov.ok.gov)  
820 NE 23<sup>rd</sup> Street

**Notes:**

- Look for bathrooms
- Discuss contract (might waive rental fees)
- Discuss options of caterers (3 options)
- Mention contract might be handled by EPA
- Approximate number of participants: 80

**2:15PM** Tour of the **National Cowboy and Western Heritage Museum**  
with Shannon Strain, Visitor Services Coordinator  
405.478.2250 x241 or [sstrain@nationalcowboymuseum.org](mailto:sstrain@nationalcowboymuseum.org)  
and Lydia Hopkins, Meeting and Event Services  
[LHopkins@nationalcowboymuseum.org](mailto:LHopkins@nationalcowboymuseum.org)  
1700 NE 63<sup>rd</sup> Street

**Notes:**

- Discuss curated visit (cost?) on 27 June
- Look at options for lunch for the public and delegations
- Discuss contract
- Approximate number of participants: 200

**3:30PM** Depart for Norman, OK

**Norman CVB Staff:**

Taylor Mauldin Wagner, CTA, Sales Manager, VisitNorman  
309 E. Main Street; Norman, OK 73069, Office number: 405-366-8095  
[@NCVBTaylor](mailto:@NCVBTaylor)  
cell (405) 593-9129

**4:00PM** Tour of the **National Weather Center**  
With Pat Hyland, Coordinator of External Relations  
National Weather Center, College of Atmospheric & Geographic Sciences  
405.325.1147, [pat.hyland@ou.edu](mailto:pat.hyland@ou.edu)

**Notes:**

- Discuss outline of event (see options proposed by US)
- VIP tour for Ministers and delegations
- Associated costs?
- Approximate number of participants: 80

**4:45PM**      Tour of the **Fabrication Lab** at University of Oklahoma (tbc by Taylor)

**Notes:**

- Discuss outline of event (i.e. testing marketing strategy and economics for 2018 YIC winning project)
- Look at possible location to carry out session/technical exercise with all attendees
- Associated costs?
- Approximate number of participants: possibly 200 (if public attends)

**6:00PM**      Return to OC

Free evening

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**Notes - general:**

- Gather information on local security services, and bus transportation companies
- Printers near meeting venue